

CHAPTER 4

AUTOMATION INVENTORY REPORTINGA. INTRODUCTION1. Purpose

a. The purposes of this Chapter are to establish a uniform procedure for reporting changes to the information and/or automation technology resources inventory, and to describe the features of ARMS to better accommodate its users. The purposes of the Automation Inventory data are:

(1) To establish and maintain an accurate and timely representation of the automatic data processing equipment (ADPE) resources that support the Department of Defense and that will be responsive to internal DoD management needs and authorized inquiries from the public and other governmental authorities.

(2) To provide feedback measures and indicators that assist in evaluating the need for policies and programs dealing with ADPE resources and Component implementation of existing policies and programs.

(3) To provide a data base that has the breadth, accuracy, and timeliness required for meaningful analysis by DoD staff to identify opportunities for improvements in the management or curtailment of misuse of ADPE resources, and to maintain comparability with measures and indicators utilized across the Federal Government and by the private sector for like purposes.

(4) To support program and trend analyses that will provide quantitative data reflecting how information technology supports the defense mission.

b. The ARMS data base is the principal repository within the Department of Defense of data on DoD computer hardware. Such data is used to develop information for a number of purposes. Examples include: meeting executive branch and congressional requests for information; meeting Freedom of Information Act requests; analyzing DoD agency needs for equipment acquisition or replacement; and analyzing and developing information in support of the budget process. It is vital to DoD operations and to national defense that the data in the ARMS data base be complete and accurate. Accordingly, it is important that those activities to which this Chapter is applicable report all changes to the DoD Automation Inventory following the procedures described herein.

2. Scope. This section covers reporting requirements for general purpose automation equipment (AE) and mission critical computer resources (including microcomputers, minicomputers, and office automation equipment]. Included are requirements for Data processing Installations (DPIs) to report DPI data. Also included is information on reports returned to the submitters of data, and information on the ad hoc capabilities of ARMS.

3. Exemptions. The following classes of ADPE are exempt from the reporting requirements of this Chapter:

- a. Analog computers even though a part of a hybrid system (the digital computer portion of the hybrid computer system is not exempt);
- b. ADPE that is both integral to a combat weapon or space system and built or modified to special Government design;
- c. All embedded computers within tactical intelligence systems;
- d. Other embedded computers;
- e. Computers used for DoD Component cryptologic applications;
- f. ADPE supporting the Mapping, Charting, and Geodesy Exploitation . Modernization Program;
- g. AE, the function, operation, or use of which is critical to the direct fulfillment of classified intelligence missions;
- h. Computers supporting intelligence systems in the areas of software development, operational. simulators, or maintenance training where full compatibility with mission systems is required; and,
- i. Government-owned and leased ADPE that is independent of a system configuration and has a unit cost which does not exceed \$50,000, or lease charges do not exceed \$1,700 per month.

4. Automation Inventory. There are two inventory record types reported to ARMS:

a. Detailed Records.' Detailed inventory records include comprehensive data and must be submitted to report:

(1) ADPE systems that are totally Government-owned and the aggregate purchase price exceeds \$50,000;

(2) ADPE systems that are partially Government-owned and partially leased, when the total purchase price of the Government-owned components exceeds \$50,000 and the total monthly lease charges for the leased components exceed \$1,700;

(3) Leased ADPE systems when the monthly lease charges for the total configuration exceed \$1,700; and,

(4) Government-owned and leased ADPE that is reported independent of a system configuration, and the unit cost exceeds \$50,000, or the lease charges exceed \$1,700.

Each record describes one specific, identifiable item. A typical detailed record contains data used to identify the hardware, and also contains financial, organizational, functional, and other management data. Examples of detailed automation inventory records in ARMS are central processing units, consoles, high speed printers, etc.

b. Summary records. These records require fewer data elements than the detailed records and must be submitted to report:

(1) ADPE systems that are totally Government-owned, and the aggregate purchase price does not exceed \$50,000;

(2) ADPE systems that are partially Government-owned and partially leased, when the total purchase price of the Government-owned components does not exceed \$50,000, and the total rental charges for the leased components do not exceed \$1,700 per month; and,

(3) Leased ADPE systems when the monthly lease charges for the total configuration do not exceed \$1,700.

Summary records represent a total count of systems in the above categories within a DoD Component. Examples of equipment on summary records include minicomputers and microcomputers. NOTE: Reporting summarized data to ARMS does not eliminate the requirement to maintain detailed inventory records that provide comprehensive management data required by oversight or Component control activities; for example, data processing installation number, acquisition date and serial number. Detailed records are to be maintained at the Component-level in accordance with DoD Component internal Directives. Components may retrieve automation inventory data for their DPI's (one DPI at a time) on floppy disks by direct downloading from the ARMS data base. For further information, contact the Director of DARIC. A listing of automation inventory for any specified DPI is available via terminal (Procedure 8152427) as described in the ARMS Users Guide.

5. Certification. The Senior Information-Resources Management Official in each Component is required to certify annually to the Office of the Secretary of Defense (Comptroller) the accuracy and completeness of the data in ARMS that pertains to his Component's automation inventory.

B. REPORTING PROCEDURES

1. Data Processing Installations (DPIs)

a. DoD Components shall identify to DARIC organizational units that meet any of the following criteria:

(1) Use or plan to use ADPE.

(2) Acquire or plan to acquire AE services (i.e., services for machine time, operations, and maintenance; systems analysis and design; programming, training and studies or advice on equipment acquisition, selection and use] from Government or other sources.

(3) Have Components that perform ADP functions such as coordinating ADP programs and activities; developing, programming, and implementing systems; reviewing, recommending, or selecting ADPE; approving the acquisition of ADP equipment or services; or providing ADP services on a consulting or project basis for agency ADP units.

b. Data Processing Installation data to be reported to DARIC.

NOTE : DPI data is not to be reported if the total automation inventory for -reporting activity is comprised of systems reported in summarized format. (see paragraph B.2.e.(3).)

(i) Purpose. To provide DARIC with data on new and/or changed DPIs for updating the appropriate files.

(2) Frequency of reporting. Whenever a new DPI is established, or an existing one changed or deleted.

(3) Methods of reporting. Additions, changes, or deletions may be reported by letter, by magnetic tape or floppy disk (see paragraph B.1.b(4)(b)), or by on line reporting (see Section C) in accordance with DoD Component implementing instructions and this Manual.

(4) Data to be reported

(a) Letter requests. To report additions and changes, include the following information:

*1 Intent (add a DPI or change an existing one).

*2 Agency name or 2-character agency code (Appendix S).

*3 The DPI number. Must be a 4-character code unique within the reporting agency. Cannot be 0000 or ZZZZ.

4 Clear text identification of the activity; e.g., Norfolk Naval Shipyard (Maximum of 30 characters).

5 City and State or Country in which the activity is located (e.g., Norfolk, Virginia, or Munich, Germany).

*6 Office, command or bureau that has responsibility for the asset; e.g., Sea Systems Command.

7 Unit Identification Code (UIC) (an optional field reserved for use by the Navy only).

8 Category of the DPI: Government facility owned by the Government; contractor in a Government facility; contractor in a non-Government facility; State, city or local Government; or other.

9 Title and address of action officer (Maximum of 69 characters).

10 Commercial phone number, including area code.

11 AUTOVON number.

12 Complete mailing address. Include Post or Camp or Station, Street, and P.O. Box/RFD No. (Maximum of 69 characters).

13 Attention Line (Maximum of 25 characters).

14 ZIP CODE +4 (9 characters).

* Classified location activities report only this data.

Data to be reported for deletions:

- 1 Intent (delete a DPI and all associated equipment inventory).
- 2 Agency name or 2-character agency Code (Appendix S).
- 3 The DPI number.

(b) Magnetic tape and floppy disk submissions. Magnetic tapes should have standard IBM labels, fixed length records of 350 characters each, and be blocked one logical record to a block, 9-track, and density of 1600 or 6250 BPI. Each tape should be clearly labeled containing reel number., record length, block size, density, and number of records. Transmittals via floppy disk should also have 350-character, fixed length records. Disks must be IBM compatible, 5¼ inch, ASCII, MS-DOS, and the file name extension must be "DAT"; for example, FILENAME.DAT. Data is to be reported in the following format:

<u>CHARACTER POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
1 - 2	2	'UA'	
3	1	Transaction Code (NOTE 1 - Notes start on page 4-6)	A83TRANS
4	1	Classified Location Indicator (2)	CLI "
5-6	2	Agency Code (3)	AGYCD
7-10	4	Data Processing Installation Number (4)	DPI
11	1	Type of Operating Facility (5)	OPERATED
12-13	2	Office Code (6)	OFFICECD
14-43	30	Office that is Parent Organization of the DPI	OFFICE
44-47	4	Geographic Location Code (7)	CITYCD
48-69	22	City	CITY
70-71	2	State or Country Code (3)	STATE
72-76	5	State or Country Abbrevia- tion	STATEABR
77-106	30	Activity	ACTIVITY

CHARACTER

<u>POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
107-115	9	Postal Zip Code (No dashes)	ZIP
116-184	69	Title and Address of Contact for Additional Information	ADDINFO
185-194	10	Commercial Phone Number (Include area code-no dashes)	PHONE
195-201	7	AUTOVON Phone Number (No dashes)	AUTOVON
202-226	25	Attention Line	ATTN
2 2 7 - 2 5 6	30	Office and/or Street Address	ADDRESS LINE 1
2 5 7 - 2 7 8	22	Mailing City if different from location	ADDRESS CITY
279-280	2	Mailing State Abbreviation (3)	ADDRESS STATEABR
281	1	Command Bureau Code (Navy Use Only)	COMMAND BUREAU CODE
282-286	5	Unit ID Code (Navy Use Only)"	Unit ID CODE
287-290	4	Transaction Date (YYMM)	TRANSDATE
291-350	60	Blank (8)	

NOTES :

- Codes: 1-Add
2-Change
9-Delete (Only AGYCD and DPI number required)
- Use 'C' if classified activity; else blank. If code is present, only fields RECID, A83TRANS, AGYCD, DPI and OFFICE need be reported.
- Must be valid agency code or state code, whichever is applicable. Agency codes are listed in Appendix S of this Manual. Abbreviations and codes are listed in Appendix E, ARMS Users Guide, October 1987 edition.
- Must be 4-character code unique within the reporting agency. Cannot be 0000 or 2222.

5. Codes: 1-Government facility owned by the Government
2-Contractor in a Government facility
3-Contractor in a non-Government facility
4-State, city, or local Government
5-Other
6. Unique office identifier. If not locally available, call DARIC (Commercial telephone number 202-274-6550 or AUTOVON 284-6550) for code.
7. Optional. Available in the GSA Office of Finance publication, "Worldwide Geographical Location Codes."
8. Must be provided to meet the requirement of a 350 character, fixed length record.

c. DARIC will develop procedures to periodically validate this data with the Components.

2. System or Machine Component Data

a. Purpose. To provide DARIC with data on new, changed, or deleted computer inventory for updating the, appropriate files.

b. Method of reporting (Additions, Changes and/or Deletions). On-line, magnetic tape, or floppy disk. Transmittals via magnetic tape should have standard IBM labels, fixed length records of 100 characters each, and be blocked 50 logical records to a block, 9 track, and density of 1600 BPI or 6250 BPI. Transmittals via floppy disk should also have 100-character, fixed length records. Disks must be IBM compatible, 5 $\frac{1}{4}$ inch, ASCII, MS-DOS, and the file name extension must be "DAT"; for example, FILENAME.DAT. For on-line reporting, see Section C, below.

NOTE : Addition, Change and Deletion records should be submitted on the same tape or floppy disk.

c. Frequency of reporting

(1) Detailed Records. Data must be received by DARIC no later than the 15th of the month following the end of each reporting quarter.

(2) Summary records. Data must be received by DARIC annually no later than 15 days following the end of the 4th fiscal quarter.

d. Reporting Government-owned or leased equipment furnished to contractors. Information required on contractor acquired ADP equipment identified in Chapter 1, paragraph D, shall be reported by the DoD Component having primary cognizance or, in the absence of an assignment of primary cognizance, by the DoD Component having the preponderance of business with the contractor" in terms of dollar value of contract sales.

e. Formats

(1) Format for reporting detailed machine component data.

CHARACTER

<u>POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
1-2	2	` NS' (NOTE 9 - Notes begin on Page 4-11)	
3	1	Acquisition Code (1)	ACQUISITION CODE
4	1	System CPU Designation	SYSTEM CPU
5-6	2	Agency Code (1)	AGYCD
7-10	4	Data Processing Installation Identifier	DPI
11-12	2	System Number	SYSNO
13-14	2	Class Code (1)	CLASS
15-17	3	Manufacturers Code (1)	MFR
18-27	10	Type Designation	TYPE
28-33	6	Model Designation	MODEL
34-48	15	Serial Number	SERIAL
49-51	3	Supplier Code (1) (only if different from MFR code)	SUPPLIER
52	1	Owner Code (1)	OWNER
53	1	Maintenance Code (1)	MAINT
54-60	7	Acquisition Cost	PRICE
61-66	6	Monthly Rental or Lease cost	RENT
67-72	6	Monthly Maintenance cost	MAINTCOST
73-76	4	Installation Date (y'YMM)	INSTLDATE
77-78	2	Fiscal Year of Expiration of Planned/Extended System Life (YY) (2)	FY EXPIRE
79-80	2	Fiscal Year of Planned System Upgrade (YY)	FY UPGRADE
81	1	New Start Code (1,3)	NEW START

<u>CHARACTER POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
82-83	2	Function Code (1, 3)	FUNCTION CODE
'84-87	4	Actual Purchase Date for Lease Buyout Inventory or conversion from lease to purchase (YYMM).	ACTPUR
88	1	Mission Critical Code (3)	MC CODE
89-100	12	Blank (8)	

(2) Formats for deletions from the detailed inventory

(a) Complete System Deletions - all components of the system will be deleted.

<u>CHARACTER POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
1-2	2	'AA' (9)	
5-6	2	Agency Code	AGYCD
7-10	4	Data Processing Installation Identifier .	DPI
11-12	2	System Number	SYSNO
13-17	3	Manufacturer Code of System CPU Record	MFR
18-27	10	Type Designation of System CPU Record	TYPE
28-100	73	Blank (8)	

(b) Machine Component Deletions - one specific component will be deleted.

<u>CHARACTER POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION'</u>	<u>DATA BASE NAME</u>
1-2	2	'As' (9)	
5-6	2	Agency Code	AGYCD
7-10	4	Data Processing Installation Identifier	DPI

CHARACTER

<u>POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
11-12	2	System Number	SYSNO
15-17	3	Manufacturer Code	MFR
18-27	10	Type Designation	TYPE
28-33	6	Model Designation	MODEL
34-48	15	Serial Number	SERIAL
49-100	52	Blank (8)	

(3) Summary records. A summary record is submitted when the manufacturer, type, model, 'supplier, and acquisition code are identical for one or more systems that meet the dollar threshold 'for summary reporting. The quantity represents the total number of systems summarized. For example, six microcomputers manufactured and supplied by IBM for which the type is 5160 and the model is 68, acquisition code is 1 (competed), and each system cost does not exceed \$50,000 would be reported 'on one summary record. The acquisition cost would reflect the aggregate value of all systems. Each annual summary submission will replace (rather than add to) the previous submissions. Therefore, each annual submission should include the total acquisition cost and quantity of all systems reported previously in this format, regardless of the year of acquisition. For example, one record on the annual summary report could include the total number of Apple IIE microcomputers acquired since (and including) Fiscal Year 1983 through the current reporting fiscal year.

CHARACTER

<u>POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
1-2	2	'NX' or 'NW' (4,9)	
3	1	Acquisition Code (1)	ACQUISITION CODE
5-6	2	Agency Code (1)	AGYCD
15-17	3	Manufacturer Code (1)	MFR
18-27	10	Type Designation	TYPE
28-33	6	Model Designation	MODEL
49-51	3	Supplier Code (1) (Only if different from MFR Code)	SUPPLIER
54-61	8	Acquisition Cost (5,7)	PRICE
89-94	6	Quantity (6,7)	QTYRPD
95-100	6	BLANK (8)	

(4) Summary record changes. Changes to summary records may be submitted at anytime, and may be made by letter to the Director, DARIC, on-line (Section C), or by batch submission. In batch mode, summary records may be modified during the fiscal year by deleting the record on file and submitting a replacement record (format as described in above paragraph). Deleting the record on file is accomplished by submitting a duplicate of the original record with an identifying 'NW' in the first two positions. Replacing it is accomplished by submitting a new record with the new data and 'NX' in the first two positions. If summary reports are modified by letter, all the information specified above must be provided.

NOTES

1. Must contain valid codes as shown in Appendices R thru X (except for the manufacturer, for which the table is maintained separately. Procedure 8152424 allows on-line access to the manufacturer and/or supplier table..)
 2. First submission of this will be recorded as FY of Expiration of Planned System Life. Subsequent submissions will be recorded as FY of Expiration of Extended System Life.
 3. Only required for system CPUs (CLASS=01 and SYSTEM CPU=1) or stand alone CPUs (CLASS=01 and SYSNO='XX' or 'ZZ'). See paragraph B.3.t. for new start code, paragraph B.3.u. for function code, and paragraph B.3.w. for mission critical code.
 4. This is a summary record. Only one record need be submitted by a DoD Component for systems summarized by manufacturer, type, model, supplier, and acquisition code.
 5. The total acquisition cost of all the systems that are summarized in this record.
 6. The number of systems that are summarized in this record.
 7. If quantity and/or acquisition cost is zero, the record will not be included in ARMS.
 8. Must be provided to meet the requirement of a 100-character, fixed length record.
 9. The codes in character positions 1 and 2 of each transaction record are as follows:
 - *AA - Delete an entire system (all components).
 - *AS - Delete a single component.
 - *NS - Add a new component or change an existing one.
 - NW - Delete a summary record (exact values on file must be used to "delete a record).
 - NX - Add a summary record.
- *Not to be used with summary records.

3. Data Fields for Inventory Reporting. The following is an explanation of the data fields associated with the reporting of automation inventory to DARIC :

a. Acquisition Code - A code from 1 through 9 denoting the type of acquisition (Appendix R). If not provided, a code of 'A' will be generated.

b. System CPU designation - A system configuration is represented by a set of one or more components; i.e., DEQ VAX11780, IBM 4341, etc. System configurations having only one CPU will automatically have that CPU tagged as the system CPU when processed into the ARMS data base. System configurations reported with multiple CPUs for the same system, as identified by system number (SYSNO), should have one of the CPUs designated as the System CPU. A '1' is placed in character position 4 of the machine record for the designated CPU. If none is so designated, ARMS processing will designate 'one of the CPUs as the system CPU. The System CPU controls the system designation and associated system data for the configuration. Deleting this item will not result in the entire system being deleted.

c. Agency Code - A standard 2-letter code (Appendix S). This is a mandatory field. It must be provided or the record will be rejected.

d. DPI No. - An arbitrary 4-character alphanumeric designation usually assigned by the reporting agency. Must be unique within an agency to identify a specific data processing installation. The values 'ZZZZ' and '0000' are prohibited. Transactions received without a DPI number will be identified during ARMS processing and submitting agencies notified. The record will be accepted, but the generated ARMS record will not carry any DPI data.

e. ~~System~~ Number - System number is used to identify designated system configurations within a Data Processing Installation (DPI). The system number is arbitrarily assigned by the submitting agency and must be different for each system within the same DPI. The value 'XX' is used instead of a unique system number to report any equipment that is not part of a system. Further, the value 'ZZ' is used instead of 'XX' if the reporting element wishes to designate an item as not belonging to a system, and the equipment is considered to be under an office automation category, instead of the ADPE category. If no system number is reported, ARMS will assign a system number of 'XX.'

f. Class code (Appendix T) - A standard 2-character code that must be provided or the record will be rejected.

g. Manufacturer Code - Standard 3-character code as available from a table maintained by DARIC, or accessible via terminal (Procedure 8152424) as described in the ARMS Users Guide. The Manufacturer Code must be provided or the record will be rejected.

h. Type Designation - Standard type designation as provided by the manufacturer (up to 10 alphanumeric characters). If a "type" is not designated, use the primary model designation as type. Examples: If reporting an IBM 8130, enter "8130" in the type field; if reporting a Zenith ZWX248, enter "ZWX248" in the type field. Do not use spaces or other special characters such as dashes or slashes. Leading zeros will be removed. This may cause an aberration if the

manufacturer provides for such a convention when designating equipment type. If type is not provided, the transaction will be rejected and the reporting activity notified.

i. **Model Designation** - Standard model designation as provided by the manufacturer. Use secondary model designation if the primary was used as type. Examples: If reporting an IBM 8130, Model A, enter "A" in the field; if reporting a Zenith ZWX248, Model 62, enter "62" in the field. Do not use spaces or other special characters such as dashes or slashes. Leading zeros will be removed. This may cause an aberration if the manufacturer provides for such a convention when designating model. If Model is not provided, ARMS will assign a '?' to Model.

j. **Serial Number** - Up to 15 alphanumeric characters provided by the Manufacturer to differentiate this equipment from similar equipment with the same Manufacturer, type, and model. Do not use spaces or other special characters such as dashes or slashes. Leading zeroes will be deleted. If serial number is not provided, the transaction will be rejected and the reporting activity notified. If the manufacturer does not provide a serial number, then a contrived one can be reported to maintain the unique identity of the equipment. For example, an item in the Defense Logistics Agency (DLA), DPI 3010, that is the fifth item without a serial number, could be assigned one of DS3010005 (DS is the agency code for DLA).

k. **Supplier Code** - Standard 3-character code as available from the Manufacturer Table maintained by DARIC. Must be different from manufacturer code (subparagraph B.3.g., above) or blank. If supplier code is present (non-blank), then it must be valid or the record will be rejected.

l. **Owner Code** - Standard Code must be a '5' if Supplier is GSA; cannot be '5' if supplier is not GSA. Appendix X includes all valid owner codes. An owner code must be provided or the record will be rejected.

m. **Maintenance Code** - Standard Code (Appendix V). If a Maintenance Code is not provided, ARMS will assign 'X' to Maintenance Code.

n. **Acquisition Cost** - Must be a right justified numeric field from one to seven digits that indicates whole dollars (no cents). High order positions may be blank or zero.

(1) Detailed Records. The meaning of the field depends upon the owner code. If the owner code is 1 or 5 (Government owned), then the cost shown is the actual acquisition cost to the Federal Government. If the owner code is 2, 3 or 4 (leased), then the cost shown is the estimated acquisition cost if the equipment had been purchased instead of, leased. In all cases an acquisition cost must be provided or the record will be rejected. If there is no acquisition cost (e.g., acquired free of charge), then the transaction should be submitted with an acquisition cost of \$1. In addition, certain checks are applied to identify data that may be erroneous. If acquisition cost does not fall within a predetermined range (depending on type of equipment), a warning message will be sent to the reporting activity. The predetermined range for each kind of equipment is shown in the class code table (Appendix T). Ranges will be adjusted periodically to accommodate changes in technology.

(2) Summary Records. . Acquisition cost for summary records includes the total cost of all equipment reflected by the summary fields.

o. Monthly Rental or Lease - Must be a right justified numeric field from one to six digits if the owner code indicates the equipment is rented or leased. (i.e., owner code is 2, 3 or 4,), or the transaction will be rejected and the reporting activity notified. High order positions may be blank or zero. If there is no cost to the Government for a rented or leased item, then the reporting activity must submit the transaction with a Rent of \$1.

. Monthly Maintenance Cost - Must be a right justified numeric field from one to six digits if the equipment is owned (owner code is 1 or 5), and the maintenance code implies there is a fixed, recurring charge for maintenance (code A, B, D, or E). If the fixed, recurring charge is for a period other than monthly, it should be converted to monthly. High order positions may be blank or zero. If these requirements are not met, the transaction will be rejected and the reporting activity notified.

q. Date of Installation. Year and month (YYMM) of installation at the reporting activity must be provided and must be between the current year and month and January 1950 (5001), or the transaction will be rejected and the reporting activity notified. If the installation date cannot be determined, the reporting activity should estimate a "reasonable installation date.

r. FY Expire (FY of Expiration of Planned and/or Extended System Life - YY) - Must contain a two digit numeric that is the year the system will become obsolete or the planned system life will end. Required for system CPU records only. If this field is to be changed, the new FY must be the current FY or later. If not provided then '99' will be used and the reporting activity notified. However, the transaction will be accepted.

s. FY Upgrade (FY Planned System Upgrade - YY) - Must contain a two digit numeric that is the year the reporting activity plans to upgrade or expand the system, if there are such plans. Required for system CPU records only. Should be the current FY or later, or the reporting activity will be notified. However, the transaction will still be accepted.

t. New start or Replacement Code - A one-digit numeric code that denotes the reason for the ADPE acquisition "(Appendix W). The new start or replacement code must be present if the class code is '01' and the SYSTEM CPU is '1' or the class code is '01' and the SYSTEM Number is 'XX' or '22.' If these conditions are not met, then the new start or replacement code must be blank. If an entry is required under this criteria, and is missing, then a '?' will be used.

u. Function Code - Must be two numbers between '01' and '25' inclusive, or two letters, depending upon whether the system is mission-critical or not, respectively. (See Appendix U.) Required for system CPUS (class code is '01' and the System CPU is '1') or stand alone CPUS (class code is '01' and the System Number is 'XX' or '22'). Otherwise, Function Code must be blank. If a required entry is missing, a '?' will be used. The Function Code and the mission-critical (MC) code will be checked for consistency. If the Function Code is numeric (not mission-critical), then the MC Code cannot be '1'. If the

Function Code is alphabetic (mission-critical), then the MC Code must be '1.' Reporting activity will be notified if inconsistent; however, the transaction will be accepted".

v. Actual Purchase Date - (YYMM), required only for leased equipment purchased by the Department of Defense under the lease/buyout program whenever a change occurs that results in a conversion from leased (OWNER CODE is 3 or 4) to Government-owned (Owner Code is 1). AE that is initially purchased will not be reported in this field. Whatever is reported will be accepted. If the date is earlier than January 1980 (less than 8001) then the reporting activity will be notified.

w. Mission-Critical (MC) Code - A one-digit alphanumeric code that denotes whether or not AE is mission-critical. Required for system CPUS (class code is '01' and the System CPU is '1') or stand alone CPUS (class code is '01' and the System Number is 'XX' or 'ZZ'). The following criteria apply:

(1) Automation equipment acquired and managed in accordance with Public Law 89-306 (the Brooks Act). Code is blank or zero if AE is not mission-critical.

(2) Automation equipment whose primary application is designated as mission-critical and is exempt from the acquisition provisions of Public Law 89-306 under the Warner Amendment. Code is '1.' The AE is used in, or for research and development in support of the following:

- (a) Cryptology related to National Security.
- (b) Military Intelligence.
- (c) Command and Control of Military Forces.
- (d) Weapons Systems: integral to, direct support.
- (e) Combat Mission Support Deployment.
- (f) War Planning.

(g) Environmental Systems supporting Military Missions; e.g., Weather, Oceanographic, or Satellite Systems.

(h) Warning, Surveillance, Reconnaissance, and Electronic Warfare.

(i) Military Communications Systems.

(j) Mapping, charting, or geodesy systems that do not support the Exploitation Modernization Program.

(3) If code is not '1' the AE will be considered as not mission-critical.

(4) The MC code and the Function Code will be checked for consistency. If the MC Code is '1' (mission-critical), then the Function Code

must be alphabetic. If the MC Code is not '1' (not mission-critical), then the Function Code must be numeric. Reporting activity will be notified if inconsistent. However, the transaction will be accepted.

4. Other Data. The percentage of utilization for CPUS owned by GSA (class is '01' , owner code is '5') should be provided based on the actual time used divided by the time the DPI is operational (e.g., DPI is operational one 8-hour shift per day, 40 hours per week, 96 hours per week, etc.). Maximum percentage of utilization is 99 percent. Initial submission should be by letter to DARIC. Subsequent submissions should be by letter to DARIC whenever the percentage of utilization changes.

5. Reporting Address. Mail tapes, floppy disks, letters or requests for information to:

Director
Defense Automation Resources Information Center
ATTN : DARIC-I
Cameron Station
Alexandria, VA 22304-6100

C. ON-LINE DATA ADMINISTRATION

1. As an alternative to reporting data via magnetic tape or floppy disk, users may update on-line using a dial-up terminal and a telephone. The on-line updating capability supports adding, changing, or deleting automation inventory records, and adding or changing DPI records. Detailed instructions are available and include procedures to follow at the terminal, edit criteria, error messages, and actions to take when an error message appears. Organizations interested in using this capability should notify DARIC by letter.

D. STANDARD INFORMATION REPORTS

1. Edit Validation Report. An error listing will be sent to the submitter after update transactions are processed (Appendix Y),. It will identify transactions that contained errors, and therefore failed to pass certain edit and/or validation tests. The submitter will also receive a statistical recap of the submitted transactions (Appendix Y). It will provide summary information on the number of transactions processed, number of errors, etc.

2. Statistical Reports. DARIC has developed statistical reports in 5 groups: Inventory, replacement forecasting, competition, obsolescence, and function. Most of the reports are produced on an "as needed" basis, and are able to accept user-provided parameters so that the reports may be tailored to individual needs. Certain ones will be available to users on-line. For a fuller explanation see the ARMS Users Guide.

3. Ad Hoc Capability. The ARMS data base is accessible through remote terminals using conventional telephone lines. Users can use certain utility programs to retrieve data from ARMS. The number of programs available gives the user a great deal of flexibility in the type and format of data that could be retrieved. This flexibility is further enhanced through the use of parameters that the user provides to tailor the program to individual needs. A more detailed explanation of ARMS, including the compilation of search strategies to make ad hoc inquiries, is included in the ARMS Users Guide.